



Access Health Africa

**POSITION:** Operations Officer

**REPORTS TO:** Country Manager

**LOCATION:** Lilongwe

**HOURS:** part time; up to 80 hours per month; hours may vary week to week depending on workload

### **THE ROLE**

The ideal candidate for this position will be a hardworking professional who is able to undertake a wide variety of office support tasks to keep programs running smoothly.

### **THE ORGANIZATION**

Access Health Africa (AHA) provides lifesaving surgical procedures, sponsors complex diagnosis, and improves medical access to meet people where they are. Originally founded in 2000 as an education nonprofit, AHA has focused on healthcare since 2016. Currently, AHA operates a number of programs including hosting local surgical camps and international surgical camps in government hospitals, providing sponsorship for complex medical cases, training Malawian medical professionals, and conducting special projects as necessary.

### **Duties and Responsibilities**

- Programmatic Duties
  - Consider and protect patient, partner, staff, and visitor safety during all activities
  - Prioritize community voice and expertise when planning, executing, and assessing programs; identify areas to increase local participation; and design and host trainings to build local capacity to increase local ownership
  - Assist in logistics preparation and during surgical camps including the procurement of medical and other supplies, confirming patients, taking pre- and post-op photos of patients, conducting patient interviews, contributing to evaluations, and more
  - Assist in the logistics of complex medical cases receiving sponsorship
- Administrative Duties
  - Proper keeping of program records including patient records, data entry, and data analysis
  - Be a strong steward of donor funds with responsible budgeting and spending as well as accurate accounting
  - Follow all financial procedures including submission of monthly budgets, expense reports, and receipts

- Follow all planning and reporting procedures including submitting monthly work plans, providing weekly work reports, and compiling monthly reports
- Contribute to program updates to supporters by contributing to quarterly newsletter and annual report
- Assist in registering international volunteers; assist with registration with compliance organizations like CONGOMA, NGO Board, etc.
- Maintain a functional office and working environment including the procurement of materials, monitoring and payment of bills, maintenance and registration of the vehicle, maintenance and repair of facility and grounds, and more
- Partner with Country Manager to prepare office and house for planned and unexpected visitors
- Verbal and written translation and interpretation as needed
- Liaise with Country Manager in a timely manner to address any issues as needed, including but not limited to house/office, staff, administrative, and programming opportunities
- Report concerns to the Country Manager or Board of Directors in a timely manner.
- Any other relevant duties as assigned by the Country Manager or Board of Directors

#### **Job requirements**

- Strong belief in AHA's mission and community-centered approach
- Diploma in Business Administration or its equivalent
- Experience in operations for at least two years
- Decision making
- Practical skills and competencies
- Computer skills (Gmail, Excel, Google Drive, and WhatsApp)
- Fluency in spoken and written English and Chichewa is required
- Should possess a clean driving license

#### **Compensation**

This position pays \$300 per month at the local rate of Malawian Kwacha at the time of pay. When work is required on a public holiday, an additional stipend will be provided as outlined in the contract. AHA will pay for all program-related travel including transportation around town, to program sites, etc.

#### **To Apply**

Please submit a thoughtful cover letter, CV, and three professional references to [Apply@AccessHealthAfrica.org](mailto:Apply@AccessHealthAfrica.org) no later than 5:00pm on Wednesday, April 10 2024.